

User's Guide - secure.nhh.no and secure.privnett.nhh.no

NHH offers employees and students external access to resources like the m-drive (private folder on the server), common file areas, access to library databases etc.

The service is called **NHH Secure Access** and can be reached on the following addresses:

Internet: <https://secure.nhh.no>

Campus wireless network and Hatleberg: <https://secure.privnett.nhh.no>

Login

Use your standard username and password when you login to secure. In the dropdown menu *Realm*, select **Stab** (staff) if you have a 4 digit staff account and **Student** if you have a 6 digit student account.



Welcome to the

NHH Secure Access

Username

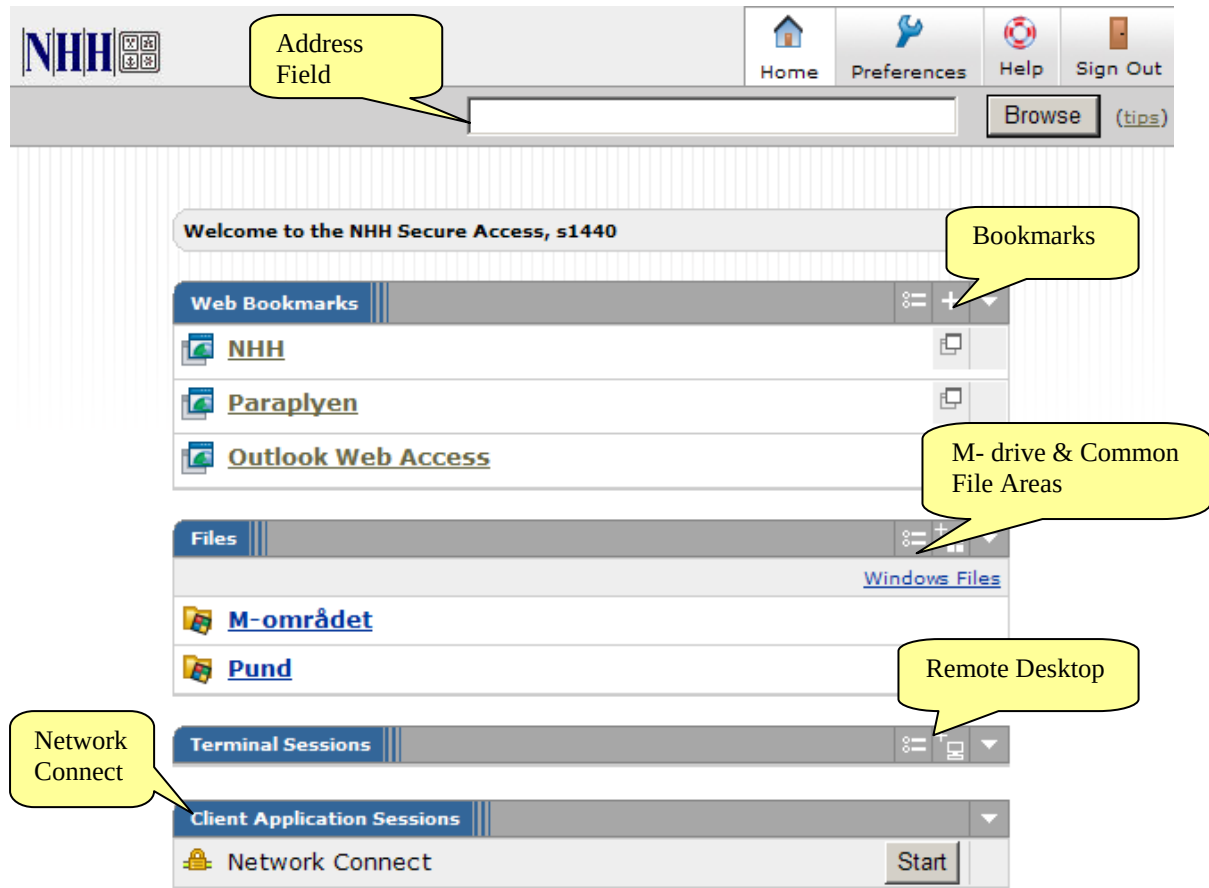
Password

Realm

Please sign in to begin your secure session.

Use

The main fields on the start page is the address field, bookmarks, file areas, remote desktop and *Network Connect*. Each of these fields will be described further in the next section.



Address Field

The address field is used to access web pages which normally require connection to the NHH network. A typical example is the library's data bases. You may not use your web browser's address field in order to navigate to these pages.

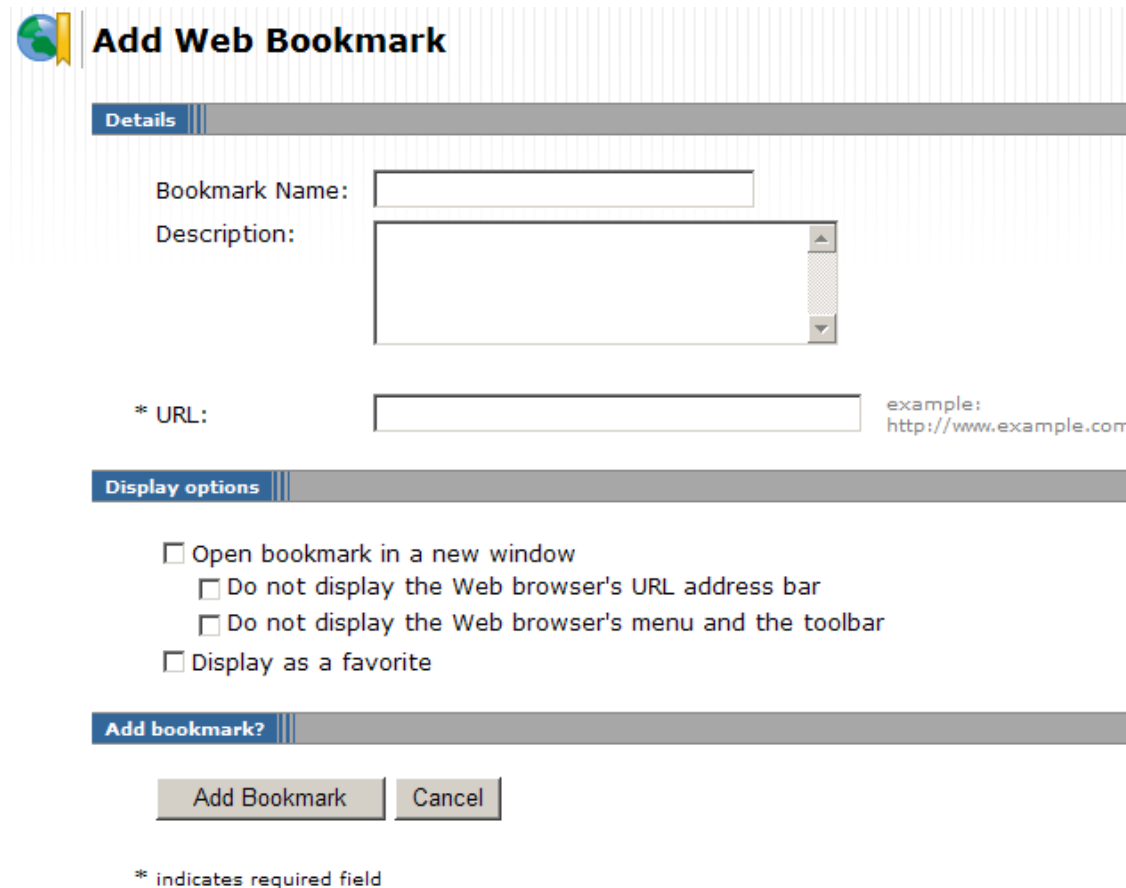
Web pages opened from the secure address field (or from *web bookmarks*) will have the following menu in the upper right corner:



Click on the highlighted icon in order to return to NHH Secure Access.

Bookmarks

Your most frequent web pages can be added as *web bookmarks*. Three bookmarks are added as standard. You can add more bookmarks by clicking the  sign (in the upper right corner of the list of bookmarks). A new window will pop up where you can add a web address (URL) and a title (*bookmark name*). Finish by clicking *Add bookmark*.



Add Web Bookmark

Details

Bookmark Name:

Description:

* URL: example: <http://www.example.com>

Display options

☐ Open bookmark in a new window

☐ Do not display the Web browser's URL address bar

☐ Do not display the Web browser's menu and the toolbar

☐ Display as a favorite

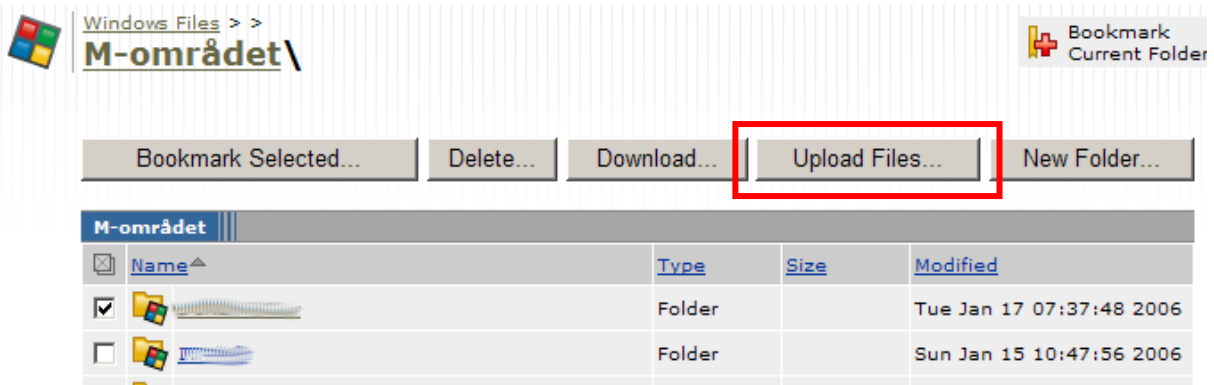
Add bookmark?

* indicates required field

File Areas

Your files on the m-drive and common file areas are available here. You can download and upload files and folders and you can delete files and create new folders.

By clicking on folders you can navigate through the catalogue structure. Files can be opened by clicking on them. Be aware that changes made to downloaded files will not be saved on the m-drive. You have to use the function *Upload files* in order to save a new version of a file (or a completely new file) to the m-drive.



Upload Files

Choose the file(s) you want to upload by selecting *Browse*, and click on *Upload*. Be aware that if you try to upload a file with a name that already exists on the m-drive, the original file will not be overwritten, but an extension with date and time will be added.

Windows Files >
Upload Files...

Use the Browse buttons below to select the files, then click Upload. You can opt to upload a zipped file and have it uncompressed in the target directory . Note that you cannot upload files larger than 500 MB.

Files to Upload

Upload to: \\pund\stab\$\s1440

Files:

1.
Save As: ☐ Uncompress .zip
2.
Save As: ☐ Uncompress .zip
3.
Save As: ☐ Uncompress .zip
4.
Save As: ☐ Uncompress .zip
5.
Save As: ☐ Uncompress .zip

Upload Files?

If you want to upload multiple files, you can save them in a zip-file which automatically will decompress when uploaded to the selected folder on the m-drive. Further instructions can be obtained from the portal's own help function.



If you want to download multiple files, you can check the box to the left of the files and/or folders you want to download and then press *Download*. The files will be downloaded as one zip-file. You will be asked to give this file a name and specify its location.

The screenshot shows a web-based file manager interface. At the top, there's a breadcrumb trail 'Windows Files > >' and the path 'M-området\'. To the right, there's a 'Bookmark Current Folder' button. Below the path, there are five buttons: 'Bookmark Selected...', 'Delete...', 'Download...', 'Upload Files...', and 'New Folder...'. The main area displays a table of files and folders under the heading 'M-området'.

	Name	Type	Size	Modified
☒	[Folder Icon] [Folder Name]	Folder		Tue Jan 17 07:37:48 2006
☐	[Folder Icon] [Folder Name]	Folder		Sun Jan 15 10:47:56 2006
☐	[Folder Icon] [Folder Name]	Folder		Tue Jan 17 02:39:22 2006
☐	[Folder Icon] [Folder Name]	Folder		Sun Sep 25 03:32:54 2005
☐	[Folder Icon] [Folder Name]	Folder		Sun Jan 15 10:40:46 2006
☐	[Folder Icon] [Folder Name]	Folder		Wed Jan 11 22:56:16 2006
☐	[Folder Icon] [Folder Name]	Folder		Tue Aug 30 03:17:18 2005
☒	[File Icon] [File Name]	File	1172 Bytes	Thu Jan 13 11:45:38 2005
☐	[File Icon] [File Name]	File	76 Bytes	Fri Dec 17 00:26:36 2004
☐	[File Icon] [File Name]	File	600 Bytes	Sat Oct 22 08:22:43 2005
☐	[File Icon] [File Name]	File	600 Bytes	Thu Dec 29 23:51:50 2005

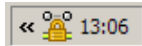
Network Connect

Network Connect is a virtual network card which will assign you a network address as if you were directly connected to the NHH network. You will gain access to internal NHH resources like library databases, and have the option to map your m-drive etc.



When starting *Network Connect*, a small program will be installed to your computer, which requires administrative rights.

You will find a *Network Connect* icon in the lower right corner, when activated.



When *Network Connect* is activated, you may close the Secure Access web page.

Disconnecting Network Connect.

When you are finished using *Network Connect*, you are advised to log off your session. Right click the Network Connect icon and select *Sign Out*. If you want to keep your secure access connection after terminating *Network Connect*, select *Exit*.